



# BOROUGH OF WILKINSBURG

## CODE ENFORCEMENT DEPARTMENT

ROOM 304 THIRD FLOOR  
605 ROSS AVENUE  
WILKINSBURG PENNSYLVANIA 15221  
PH 412-244-2923/FX 412-244-2922



## COMMERICAL OCCUPANCY APPLICATION

In accordance with Chapter 188 of the Borough Code of Ordinances

APPLICATION DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_ Cert. of Occ. # \_\_\_\_\_

Type of Application (check all that apply): ☐ Change of Occupancy ☐ Change in Use ☐ Sale/Re-Finance

Applicant Name \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone # \_\_\_\_\_

Emergency Contact E-mail Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Lot & Block \_\_\_\_\_

Property Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner Phone Number \_\_\_\_\_ Property Owner Email \_\_\_\_\_

Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Description of Proposed Business \_\_\_\_\_

Square Footage \_\_\_\_\_ Number of Employees \_\_\_\_\_ Number of Company Vehicles \_\_\_\_\_

Primary Use of Space \_\_\_\_\_ Secondary Use (if applicable) \_\_\_\_\_

Previous Occupant and Use \_\_\_\_\_

Is this Commercial Occupancy Permit Application a renewal? Circle one. Yes / No

### TO BE COMPLETED BY CODE ENFORCEMENT

Date Received \_\_\_\_\_ Check Received \_\_\_\_\_

Inspector Assigned \_\_\_\_\_ Date Inspected \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

Zoned \_\_\_\_\_ Use Group \_\_\_\_\_ Occupancy Load \_\_\_\_\_

Date Occupancy Permit Issued \_\_\_\_\_

Signature \_\_\_\_\_